

MINIMAL AWARDS

29 AUGUST 1977

☐ UNCLASSIFIED

☐ INTERNAL

☒ CONFIDENTIAL

☐ SECRET

Approved For Release 2000/08/07 : CIA-RDP80-00706A000200020001-2

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1001 AMES BUILDING

EXTENSION

NO.

2086

DATE

29 AUG 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DC/BSO
5 E 56, Headquarters

29 Aug 77

carb

1-4. For your information.

2. C/BSO
5 E 56, Headquarters

29

ES

5. Attached are 12 Minimal Award Cases for your approval.

3. DD/Pers/SP
5 E 56, Headquarters

29 AUG 1977

RG

25X1A

4. DD/Pers
5 E 58, Headquarters

29 AUG 1977

N

5. Chairman, SAAC
5 E 58, Headquarters

29 AUG 1977

J

6. [REDACTED]
DD/Pers

31 Aug 1977

he

(6) PER CONVERSATION. 8/30/77

7. 25X1A

8.

9.

10.

11. EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1001 AMES BUILDING

9/1/77

BT

12.

13.

14.

15.

Approved For Release 2000/08/07 : CIA-RDP80-00706A000200020001-2

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-415: dated 21 April 1975
[REDACTED], GS-13 25X1A
Computer Systems Analyst
Directorate of Administration/
ODP

A. Summary of Suggestion

The Agency obtain telephone instruments which allow deaf and/or dumb employees to communicate with Office of Security Duty Office and/or their office of assignment in an emergency situation.

B. Evaluations

1. The suggestion was originally declined in July 1975 on the basis of the attached Office of Communications evaluation.

2. In July 1976, ODP informed the Committee's Staff that two devices similar to the one suggested have been installed in ODP, brochure attached. They work simply, through an acoustic coupler, on any black telephone. ODP has found the effect on deaf-mute employees to be highly positive. They are no longer cut off from their families and the deaf-mute community. The image the Agency has gained in this community, as a result of ODP efforts, is extremely favorable. ODP rated intangible benefits HIGH/GENERAL.

3. In July 1977, ODP stated that they now have four of these telephone instruments in use. On one occasion, it was necessary for ODP to contact a deaf employee after hours at his home to clarify items concerning a computer program upon which he was working.

4. OS/Security Duty Office also had one of these telephone instruments installed in April 1977, making emergency contact possible at all hours. [REDACTED] 25X1A

OS, an experienced dactylologist, commented that four of the five deaf employees have the special telephone system in their homes or a teletype system so that they can communicate with the SDO. He rated intangible benefits SUBSTANTIAL/LIMITED.


C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$150 Award (SUBSTANTIAL/EXTENDED) because it gives emergency contact to employees in several components at all hours.

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

29 Aug 77
Date

156.
Award

Atts

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Approved For Release 2000/08/07 : CIA-RDP80-00706A000200020001-2

SUGGESTION EVALUATION REPORT

TO: Executive Secretary
Suggestion Awards Committee

SUGGESTION NO.

75-415

SUSPENSE DATE

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☐ ADOPT ☒ DECLINE ☐ OTHER (Specify):

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

1. The C&P Telephone Company advises that the only system they are aware of, or can provide, for use with either mute or deaf customers, is a system which uses a teletype printer to communicate with vice a conventional handset. They are not aware, nor could we locate information elsewhere, on the "new telephone instrument" which is cited in the attached suggestion. Perhaps these are one and the same.

2. C&P, or any telephone company for that matter, will lease the model M-28 teletype equipment to deaf or mute customers. These installations are made on a point-to-point basis, each requiring a fully dedicated line for the circuit. Shown below are the C&P rates for the rental of the equipment and lines needed for such a circuit.

- a. One M-28 ASR at 75WPM - \$125.00/per month/each, two required.
- b. One M-28 ASR at 100WPM - \$130.00/per month/each, two required.
- c. One M-28 KSR at 75WPM - \$44.00/per month/each, two required.
- d. One M-28 KSR at 100WPM - \$53.00/per month/each, two required.
- e. The installation charge is \$50.00 for each end terminal for items a through d above.
- f. Each end terminal will also require one DATA-SET. Rental cost is \$28.00 per month for each unit. The installation charge is \$25.00 for each unit. (CONTINUED ON ATTACHED SHEET)

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

25X1A

DATE

3 July 1975

Approved

(title)

25X1A

ive Assistant, OC-0/200020001-2

FORM 2-70

244b

USE PREVIOUS EDITIONS



UNCLASSIFIED



INTERNAL USE ONLY



CONFIDENTIAL



SECRET

(43)

SUBJECT: Suggestion 75-415 - Aid for Handicapped Employees

- g. Unattended service, which is recommended for deaf customers who might not notice the equipment being activated, costs \$8.75 per month extra.
- h. The dedicated line which each circuit requires runs \$14.35 per month.

3. It should be understood that for this system to be effective the individuals must be in their house. We question the incidence of these type calls to justify this expense. Minimum costs include an installation charge of \$150.00 and \$2,005.20 yearly rental for one circuit utilizing the least expensive equipment.

"MCM COMMUNICATIONS SYSTEM"*

The finest telephone instrument for the deaf and hearing impaired offered today.

Was 695⁰⁰



Now Only
625⁰⁰

Only "MCM Communications" incorporates these important features:

- The Patented "Power Bright" display a full 32 characters.
- Rechargeable "Nicad" batteries 4 to 5 times the life of ordinary Alkaline batteries.
- "A.L.C." Automatic Line Control. This permits you to communicate with TTY's; your "MCM" will carriage and return and line feed automatically while you type.
- the "A.L.C." Circuit also permits fault free shifting. Only one key controls shifting from letters to figures to letters.
- Backspace Key from "MCM" to "MCM" a functional backspace key for immediate corrections.
- Telephone receiver cradle specifically engineered for maximum efficiency with the standard or trim line telephone. (European models available.)

All of these built-in automatic features benefit you in minimizing errors, saving you time and money on the telephone and only "MCM Communications" gives you this with the ease and convenience of complete portability, the MCM weighs only 3½ lbs.

----- (DETACH HERE) -----

To order your MCM, fill out below:

I, _____ (NAME) _____ (STREET ADDRESS) _____ (CITY)
_____, place my order for the MCM @ 625.00 X =
(STATE) (ZIP)
California residents add appropriate sales tax of % =
Plus 5.00 for freight and handling
Total

I am enclosing (circle one) Check, Money Order, or bill to my (circle one) Master Charge # _____ or BankAmericard # _____, expiration date _____ for the total amount of _____ as full payment. Delivery is subject to conditions of freight, materials, labor, acts of God. All sales final. Offer void where prohibited by law. Allow 6 to 8 weeks for delivery.

Please return to SICO

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RETIRING SUPERINTENDENT HONORED—These pictures were taken at the testimonial dinner honoring Dr. Charles M. Jochem for his 50 years of educational service upon retirement from the superintendency of the Marie H. Katzenbach School for the Deaf. Left: Dr. Jochem responds to a tribute. Senator Beadleston is shown seated. Right: At the head table (from left) are Dr. Albert E. Jochen, Acting Superintendent John E. Radvany, Mrs. Radvany and Msgr. Bernard DeCoste.

Dr. Charles M. Jochem Honored With Testimonial Dinner

Friends, alumni, parents, retired and present staff members of the New Jersey State Department of Education and members of the clergy honored Dr. Charles M. Jochem April 18 with a testimonial dinner. He had served the Marie H. Katzenbach School for the Deaf, West Trenton, for 38 years, 35 as superintendent.

Many aspects of Dr. Jochem's school and community contributions were spoken of at the dinner. Dr. Albert E. Jochen, the toastmaster, said, "Any deaf child who has not had the privilege of attending the Katzenbach School has been cheated." The Honorable Albert H. Beadleston, keynote speaker, expressed respect for Dr. Jochem's good head, good heart and much love and compassion. John J. Dolan spoke as representative of the parents, staff and the Class of 1940. The Conference of Executives of the American Schools for the Deaf was represented by Dr. Philip Bellefleuer. The Salvation Army, New Jersey State Police and Trenton State College had representatives participate.

Among part of the program was Debbie Ennis, a student, who read "Our Friend," a poem written by Natalie Gayshun, who had signed "God Bless America" at the beginning of the banquet.

Dr. Jochem's support and interest in the religious aspects of the school program was recognized in Msgr. DeCoste's in-

duction, Rev. Gerhold's presentation of a plaque from the chaplains and Rev. Pentz' speaking in behalf of the clergy and pronouncing the benediction.

Over 500 friends came from far and near. Many friends who could not come sent letters, pictures and telegrams that made up a book presented to the Jochems along with a grandfather clock and color television.

When he accepted the superintendency of the New Jersey school, Dr. Jochem said, "The welfare of the children will always come first." This attitude prevailed through 35 years as the Nursery School, Residences, Upper School and Unit I were built and their programs established. With each new building came upgrading and expansion of curriculum and living standards.

Dr. Jochem's high moral standards have left a lasting impact on the students and graduates. He believed that if a child does not respect God he will not respect his parents nor the rights of others.

Volumes could be written of Dr. Jochem's many accomplishments at Katzenbach and his influence on other schools. The years could be summed up in these words, "He lived for others." Though he has left the campus his heart will always be there. —CMP.

VIIIth World Congress of The World Federation of the Deaf

July 31 - August 8, 1975
Washington Hilton Hotel
Washington, D.C.

Schedule of Fees

Registration

Participants	\$30.00
Husband and Wife	\$40.00
Students	\$20.00

Social and Cultural Events

Thursday, July 31—GCAA Reception	N/C
----------------------------------------	-----

Friday, August 1—German Theatre	\$10.00
NAD Reception	\$6.00

Saturday, August 2—Polish Mime Group	\$10.00
--------------------------------------------	---------

Sunday, August 3—Reception (By Invitation) Rock Gospel	\$6.00
--------------------------------------------------------------	--------

Monday, August 4—Swedish Theatre & Israeli Mime Group	\$10.00
-------------------------------------------------------------	---------

Tuesday, August 5—Gallaudet Convocation	N/C
-----------------------------------------------	-----

Wednesday, August 6—National Theatre of the Deaf	\$10.00
--------------------------------------------------------	---------

Combination Tickets

Includes the following: Registration, Program Book, Four (4) Shows and the NAD Reception.

Participants	\$65.00
Husband & Wife \$120.00 (2 sets of tickets)	
Students	\$55.00
	(\$50.00 w/I.D.)

Special Senior Citizen Rates

	Participants	Husband & Wife
Registration	\$20.00	\$30.00
Combos	\$50.00	\$100.00

These prices are for \$1.00 in savings over individual ticket prices.

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-477: dated 17 June 1975

GS-04

25X1A

Supplemental Escort
Directorate of Administration/
OS

A. Summary of Suggestion

Install telephones in Headquarters courtyards. Periodically maintenance personnel work in the courtyards. They are locked into the courtyards in line with security regulations. If someone were injured while working, a phone would enable them to quickly call for help.

B. Evaluation

25X1A

25X1A

1. OS/Safety Branch said that there are approximately 10 to 12 [REDACTED] employees working within the various courtyards in the Headquarters Building. Normally, these individuals are accompanied by a security escort. However, due to a shortage of security escorts, the [REDACTED] employees are occasionally locked within the courtyards. In the performance of their landscaping chores, they utilize equipment such as mowers, edgers and shears. Should an accident occur, assistance would have to be requested by knocking on the windows adjacent to the courtyards. Installation of telephones in the courtyards will permit the work crew to call for assistance when necessary. Safety Branch rated intangible benefits MODERATE/LIMITED.


2. OL said that installation of direct telephone lines which link the Center, North and South Courtyards with the guard office located at 1F 19, Headquarters was completed on 7 July 1977 (cost \$2,720). In addition, there will be a recurring annual equipment rental charge of \$239.40.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$50 Award (MODERATE/LIMITED).

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

29 Aug 77
Date

50.
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-158: dated 8 November 1976
[REDACTED], GS-13
Computer Specialist
Directorate of Administration/ODP

25X1A

A. Summary of Suggestion

1. Background

To maintain control over the dissemination of computer printouts, ODP/Operations Division utilized the following procedure in the GC03 Computer Center:

In order to pickup printouts from either the ODP timesharing or batch system the customer had to sign the computer-generated cover sheet of each printout, including the following: Name, Badge Number, Date and Time. The signed cover sheets are placed in an ODP-supplied box for safe-keeping. Since users often pickup several printouts for a complete branch, the signout procedure is time consuming.

2. Suggestion

ODP procure an automatic stapler and date/time stamp machine. Users picking up multiple listings separate the computer-generated coversheets from all desired printouts, staple all the coversheets together, date/time stamp the top coversheet only and sign the top coversheet including the users badge number, and place the package of coversheets in the ODP supplied box. This procedure will expedite computer printout pickup procedures.

B. Evaluation

1. ODP adopted the suggestion 14 March 1977. The date/time stamp machine was procured from supply, however, it was necessary to procure the automatic stapler at a cost of \$300.

2. ODP estimates that the revised procedure saves one man-hour per day at an average salary of \$7 per hour or \$1,750 annually. ODP rated intangible benefits MODERATE/EXTENDED based on the convenience to the large number of computer users.


C. Recommendation of the Executive Secretary

1. Not line of duty. Such an improvement would be expected of someone in the management structure of the processing area or the computer center.

2. \$200 Award based on savings of \$1,750 - \$300 cost of stapler = \$1,450 net savings (\$145), plus MODERATE/EXTENDED (\$55) intangible benefits.

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

29 Aug 77
Date

200.
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-200: dated 17 December 1976
[REDACTED], GS-04
Clerk Typist
Directorate of Administration/
OTR

25X1A

A. Summary of Suggestion

Install a handrail along the steps leading from the sidewalk in front of the auditorium to the bus stop at Headquarters Building.

B. Evaluation

1. The handrail was installed in July 1977 at a cost of \$1,307. Safety Branch said there had been no reported accidents on the steps prior to installation of the handrail. However, the railing could prevent an accident, especially in the ice and snow season.

2. Safety Branch said that a railing is required by the Occupational Safety and Health Act. Safety rated intangible benefits MODERATE/LIMITED.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$50 Award (MODERATE/LIMITED).

D. Decision of the Chairman

25X1A

[REDACTED]
Chairman, Suggestion and Achievement
Awards Committee

29 Aug 77
Date

50.

Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-206: dated 13 December 1976
25X1A [REDACTED], GS-08
Security Duty Officer
Directorate of Administration/
OS

A. Summary of Suggestion

1. Background

A small room number sign indicating "Duty Office, Office of Security, 1E 26" was on the hallway wall outside the office.

2. Suggestion

Place a more easily readable sign outside room 1E 26 to read SECURITY COMMAND CENTER along with the Agency seal. Such a sign would clearly establish the location of the Security Command Center which is the focal point of Agency and national emergencies where high level administrators respond. It would also serve as an immediate recognition for employees in need of assistance.

B. Evaluation

1. In January 1977, OS recommended adoption pending the approval of the Fine Arts Commission.

2. The Fine Arts Commission commented that they wish to minimize signs of all kinds in the main corridor in the interest of avoiding visual clutter. Approval of the suggested sign would establish a precedent that could be cited by others who have solicited FAC for unit signs of many kinds.


3. OS said that a display sign was put up outside the Security Duty Office in June 1977. The sign makes a continuing impressive representation for the entire Office of Security. OS rated intangible benefits MODERATE/EXTENDED.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$50 Award (MODERATE/EXTENDED).

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

29 Aug 77
Date

50.
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-335: dated 9 March 1977
[REDACTED], GS-11
Intelligence Officer
Directorate of Intelligence/OER

25X1A

A. Summary of Suggestion

OMS issue wallet size reference cards to students of their cardiopulmonary resuscitation instruction outlining the key points of CPR. The card would serve to remind a person of the correct procedures and rhythms.

B. Evaluation

1. OMS has ordered the suggested cards for distribution beginning with the September/October CPR courses. OMS estimates that 300 cards will be issued annually. The cards will also be issued to employees going TDY who have completed the course in the past.

2. OMS points out that the cards should be used for reading and reference and not pulled out for use only in time of an emergency. OMS issued cards several years ago. However, methods have changed and up-dated cards will now be appropriate.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$35 Advisory Award.

D. Decision of the Chairman

25X1A

[REDACTED]
Chairman, Suggestion and
Achievement Awards Committee

29 Aug 77
Date

35.-

Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-364: dated 18 March 1977
[REDACTED], GS-07
Secretary
Directorate of Operations/O/DDO

25X1A

A. Summary of Suggestion

(U) Change the 0830 shuttle bus morning departure time from Headquarters to Chamber of Commerce Building to allow arrival prior to 0900 class time.

B. Evaluation

(U) Effective 13 June 1977, OL changed the shuttle departure time from 0830 to 0820. Also, the afternoon shuttle from C of C Building was changed from 1630 to 1635. Chairman, OL Suggestion Awards Panel rated intangible benefits at the upper limits of MODERATE/LIMITED and remarked: "The suggestion route is one of the very few ways we can learn of the need to change a procedure."

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$50 Award (MODERATE/LIMITED).

D. Decision of the Chairman

25X1A

[REDACTED]
Chairman, Suggestion and Achievement
Awards Committee

29 Aug 77
Date

50.

Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-402: dated 8 October 1975
[REDACTED], GS-12 25X1A
Illustrator
Directorate of Science and
Technology/NPIC (now OL/
P&P Division)

SUGGESTION NO. 77-511: dated 27 February 1976
[REDACTED], GS-07 25X1A
Secretary
Directorate of Science and
Technology/OD&E

A. Summary of Suggestions

Pave the short-cut path between the upper and lower level of West Parking Lot.

B. Evaluation

1. Numerous suggestions on this subject had been received and evaluated in the past by OS and OL (evaluations attached) and the suggestions were declined.


2. However, in April 1977 [REDACTED] noted 25X1A
that the path had been paved, after the decline of her idea. In June 1977, OL said the path in the West Parking Lot was paved to improve the appearance of the area and to also recognize a possible employee convenience. Inasmuch as the path is still situated on a rather steep incline and adequate safe pedestrian walkways already exist in the area, OL does not believe that any safety improvement has been achieved.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$50 Award, equally shared (MODERATE/LIMITED).

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

29 Aug 77
Date

50.
Award

Atts

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Approved For Release 2000/08/07 : CIA-RDP80-00706A000200020001-2
SUGGESTION EVALUATION REPORT

TO: Executive Secretary
Suggestion Awards Committee

SUGGESTION NO.
#75-82

SUSPENSE DATE

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☐ ADOPT ☐ DECLINE ☒ OTHER (Specify): Should be referred to Office of Logistics
2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

The suggester has apparently made an error in identifying the location in question since there is no grass strip between lanes L and M. It is assumed he has reference to the grass-covered island between lanes JK and LM. An inspection of the area determined that there is, in fact, a path across the grass plot from JK to LM. This grass plot is on a steep incline, and the suggester's comment that use of the path may subject an individual to a fall is correct. However, since there are adequate concrete walkways provided from the upper levels of West Parking Lot to the lower level which readily accommodate pedestrian traffic, paving the path in question would represent an unnecessary expense. It is recommended that this suggestion be referred to the Office of Logistics and that consideration be given to the installation of signs in appropriate locations directing pedestrians to the walks provided.

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

25X1A

DATE

e)

4 Nov 24
Approved

DP80-00706A000200020001-2 Security Div.

FORM 244b USE PREVIOUS EDITIONS ☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET (43)

2 DEC 1974

MEMORANDUM FOR: Executive Secretary, Suggestion Awards Committee

SUBJECT : Installation of Pedestrian Walkway in West Parking Lot

REFERENCE : Employee Suggestion 75-82, dtd 7 Nov 74
same subject

1. In the referent the suggestion was made to install a pedestrian walkway across the grass-covered island between lanes JK and LM in West Parking Lot. A path has been worn across this grass plot and it was suggested that an asphalt or concrete walkway with handrail be installed to eliminate the eyesore and reduce the chance of a fall, especially in inclement weather.

2. The Office of Security, Physical Security Division, inspected the area and determined that the grass plot is on a steep incline. They agreed that use of the path may indeed subject an individual to a fall. "However, since there are adequate concrete walkways provided from the upper levels of West Parking Lot to the lower level, which readily accomodate pedestrian traffic, paving the path in question would represent an unnecessary expense." This suggestion was later referred to Space Maintenance and Facilities Branch, (SM&FB), for consideration as to the possible installation of signs in appropriate locations directing pedestrians to the walks provided. SM&FB states the island is not a designated walking area and the installation of signs directing pedestrians to the existing walks would not be an effective control, nor could any such control be effectively enforced. Therefore, SM&FB is opposed to the installation of any signs in this location.

3. In summary, paving the path does represent unnecessary expense and the signs would only advertise the obvious without affording control, i.e. would not be an effective means of preventing pedestrians from walking across the grass island in question. The suggestion is not approved, but please convey our appreciation to the suggester for his/her interest.

 25X1A

Internal Suggestion Awards Panel
Office of Logistics

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-409: dated 28 March 1977

25X1A

[REDACTED], GS-09

Photo Specialist

Directorate of Intelligence/OIA

A. Summary of Suggestion

1. Background

OIA used 8 x 10 inch and 11 x 14 inch photographic paper for in-house reproductions. In order to make a standard letter-size print, it was necessary to use 11 x 14 and trim it down to 8 x 10 1/2.

2. Suggestion

Order photographic paper precut to 8 x 10 1/2 from Eastman Kodak.

B. Evaluation

1. OIA adopted the suggestion in April 1977. This procedure saves OIA both time and money and enhances the appearance of memorandums by making them uniform in size and paper weight.

2. The OIA in-house photo lab produced about 4,000 photographic prints per year of the 8 x 10 1/2 inch size. The former 11 x 14 paper used cost 28 cents per sheet or \$1,120 for 4,000 sheets. Processing (including trimming) time for 12 sheets--the average number for each job--of 11 x 14 paper was about 34 minutes or 189 hours for the 4,000 sheets. The special order 8 x 10 1/2 single weight paper precut by the manufacturer costs 13 cents per sheet or \$515.84 for 4,000 sheets. Processing time for 12 prints is about 16 minutes or 89 hours annually. Therefore, annual savings are \$1,417.16 (\$604.16 for the paper and \$813 in salary costs at the rate of \$8.13 per hour) by ordering the precut 8 x 10 1/2 inch paper.

3. OIA rated intangible benefits MODERATE/EXTENDED. The end product goes to between 2 and 10 customers for each report produced.


C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$200 award based on annual savings of \$1,417 (\$142), plus MODERATE/EXTENDED (\$58) intangible benefits.

D. Decision of the Chairman

25X1A


Chairman, Suggestion and
Achievement Awards Committee

29 Aug 77
Date

200.
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-438: dated 18 May 1977
25X1A [REDACTED], GS-13
Chief, DATACOM
Directorate of Administration/
OC

A. Summary of Suggestion

1. Background

Notices of items for sale, rent, etc. are placed on the bulletin boards in no particular sequence with regard to date. The date is stamped on each card, but is not easily readable.

2. Suggestion

Mark the date of the notice in digits large enough to be easily readable. The digits should be 1 to 3 inches high and stamped in a light enough ink so that the notice is easily readable through the stamped date.

B. Evaluation

1. OP tested the use of ink as proposed (sample attached) and found that the message on the card became less legible and the date did not stand out as readily as desired. In addition, the appearance of the card and a whole bulletin board of similar cards would make the board more unsightly.

2. As a partial solution to the problem, however, all Headquarters bulletin cards, space permitting, will have the date hand printed in digits with blue or red ink on the bottom of the card in the right


hand corner (sample attached). The digits will be approximately 3 to 4 times larger than the current date stamp imprint; the larger date printed in colored ink makes the date more legible.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

29 Aug 77
Date

Certificate
Award

Atts

The item listed on this card is available to any employee of this Agency without regard to race, creed, color, or national origin.

FOR RENT

NORTH OCEAN CITY CONDO. SLEEPS SIX. ONE
BLOCK FROM BEACH, STORES. FULLY EQUIPPED
KITCHEN, TWO DOUBLE BEDS IN BEDROOM+
DOUBLE SLEEP SOFA IN LIVING ROOM. BALCONY.
AIR CONDITIONED & HEATED. ENCLOSED COURT
WITH SWIMMING POOL AND WADING POOL.

JUNE 18 to July 2 - \$150

July 2 to SEPT. 3 \$200

CALL DAVE M - 2841

7 JUN 1977

FOR SALE

1974 HONDA CIVIC

Almost 25,000 miles

Good Condition - \$1800

Wayne X2482



7/1/77

FOR SALE

'76 Buick Regal, 4 dr. Hdtp Colonnaide
Air, chrome wheels, tilt steering, speed warning,
courtesy lights, bumper guards, appearance group,
door guards, racing mirrors (remote driver, AM/FM
stereo, 40/60 seat, 350 V8, radials and sno tires.

Silver exterior. Blue velour interior.

Sale Price - \$4,800 (loan value - \$4,700)

Barry X7191



7/1/77

FOR SALE

1974 Honda Civic

Almost 25,000 miles

Good Condition - \$1800

Wayne X2482



1 JUL 1977

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-445: dated 24 May 1977

[REDACTED], GS-11

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Telecom Officer

Directorate of Administration/OC

A. Summary of Suggestion

(C) The suggester proposed that an undiluted "stop bath" solution (found in any dark room or photo supply store) be used to rapidly dissolve microfiche emulsion. Just two or three swabs with a cotton Q-tip using this solution is enough to completely dissolve the emulsion and render the film unreadable. Thus, after the swabbing treatment the fiche can be disposed of in the disintegrator without fear of compromise.

B. Evaluation

1. (C) OS commented that they have developed a chemical destruct system for microfiche which OL will establish as a stock item in the very near future. The system will use methylene chloride as the destruct agent, which was found to be the most suitable considering all aspects of the problem. The suggester's method satisfactorily removes the images from diazo microfiche.

2. (C) OC stated that they have been pressing for a solution to the microfiche destruction problem since their micropublication program was approved in late 1973. COMSEC decided that information on the suggested method of destruction should be available for use in emergency destruction situations when no incinerator is at the emergency site. Information on the system has been distributed to the officers responsible for

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providing instructions to the field on emergency destruction during crisis situations. It is impossible to predict the number of emergencies which will occur or whether any will occur during the next year. OC rated intangible benefits SUBSTANTIAL/LIMITED.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$75 Award (SUBSTANTIAL/LIMITED).

D. Decision of the Chairman

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Chairman, Suggestion and Achievement
Awards Committee

29 Aug 77
Date

75.
Award

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